

Valley Academy Public Board Meeting Agenda  
July 17th, 2021 @ 9 am  
780 W State St, Hurricane, UT 84737

NOTE: This meeting is being held off-site at the Wingate by Wyndham hotel. It will also be available through Zoom. Anyone interested in participating via Zoom conferencing can email Miranda Kloos at [miranda@valleyacademycharter.com](mailto:miranda@valleyacademycharter.com) for call-in information.

1. Welcome

2. Pledge of Allegiance and Mission Statement:

The mission of Valley Academy is to provide a superior, character building academic program enhanced by integrated training in fine and performing arts, and a technologically advanced curriculum; *in a **Social Emotional Learning** environment that promotes responsible freedom.*

3. Public Comment

The Board requests that you provide written notice to be heard for public comment so we can plan for the time required for this agenda item. Requests may be sent to [miranda@valleyacademycharter.com](mailto:miranda@valleyacademycharter.com). Please plan ahead for your comments to be 3 minutes or less. Due to open meeting regulations, please be aware that the board will not be able to *formally* discuss or take action on items brought up in this meeting's public comment period.

4. Monthly Training Topic: Board Bylaws

5. Review and discussion of Annual Board Calendar

6. Review and Report: Action Items from last month's meetings.

7. Business Manager's Monthly Report

8. Director's Monthly Report

9. Reports from Board Committees:

- a. Finance/Audit
- b. Policy
- c. Charter Accountability
- d. Technology
- e. Executive
- f. Safety/SLT

10. Approval of minutes from the June 10th meeting.

11. Discussion and approval of the purchase of the double stack ovens

12. Discussion and possible approval of the purchase of sewing machines

13. Discussion and possible approval of Early Literacy Plan as part of the Title I plan

14. Discussion and possible approval of an LEA specific license for an individual

15. Review Board goals from the 2020-2021 school year

16. Discussion and creation of Board goals for the 2021-2022 school year

17. Review of committees and assignments for 2021-2022 school year

18. Closed session, if needed. **Utah Code 52-4-205(a).**

19. Any action necessary from closed session

20. Recap and assignment of any action items needed from this meeting

21. Next proposed meeting is August 12th, 2021

22. Adjourn

Valley Academy Public Board Meeting Minutes  
July 17th, 2021 @ 9 am  
780 W State St, Hurricane, UT 84737

1. Welcome by Chair Kloos at 9:09 AM. Board members in attendance: Miranda Kloos (Chair), Elaina Westegaard (Vice Chair), Michael Palfreyman (Treasurer), Monica Adams (Secretary, Buffy Nelson, Wes White. Additional Attendees: Tracy Stevens, JJ Tanner
2. Member White led the Pledge of Allegiance followed by Member Palfreyman, who read the mission statement.
3. No public comment
4. Monthly Training Topic: Board Bylaws
  - a. Chair Kloos reviewed the highlights of the Board Bylaws. Discussion was held on ensuring expertise and engagement of Board members, requirements and responsibilities of the Board.
  - b. A request to review the copy of the Directors and Officers policy was made by Member Adams and White.
  - c. Reviewed NAIS Principles of Best Practices.
  - d. All members reviewed, signed, and submitted the Confidentiality Policy, Board Position Descriptions, Board Member Agreements, and Conflict of Interest attestations. There were no questions on these policies or documents.
5. The Annual Board Calendar was updated. Board meetings will continue to be held the second Thursday of each month with October 2021 as the exception (first Thursday in October). The Board Meeting calendar will be posted by Chair Kloos.
6. Action Items from last month: Website was updated, Member Nelson and Adams both completed their background checks. Will update UCAP to update Background information.
7. Business Manager's Monthly Report: No Updates
8. Director's Monthly Report: 514 enrollments, 92 on wait list. Reviewed staff training and new teachers preparing for the new academic year. Discussed new Family and Consumer Science program, renovations, and equipment; playground and garden projects; and new counseling staff. Discussed summer session and renovations to parking, pavement, and painting as well as risk management prevention efforts on grounds. Reviewed change to ESS contract for substitute teachers. Reviewed RISE data: 2018-2019 ELA/Math/Scient below state averages. 2020-2021 with 2 year comparison show performance improvement over time as compared to overall state decreased performance over time. Overall performance improved at higher rates than the rest of the state. Data is available for review publically. For LEA Expansion, must meet charter requirements. Discussed the importance of students' parents opting in for RISE testing and efforts for next year on this. Discussed DIBELS Test (Feb 20, 2021 News Article) with VAC 5th grade End of Year performance above our past performance and State performance. Improvements in K-5 as well. Discussed RISE calculation issues. Next Steps: Math, Title I and SPED help, 5 year plan and data moments/accountability and working on structure first to support academics.
9. Reports from Board Committees:
  - a. Finance/Audit: no report
  - b. Policy: no report
  - c. Charter Accountability: no report
  - d. Technology: no report
  - e. Executive: met but no new report
  - f. Safety/SLT: no report
10. Approval of minutes from the June 10th meeting. Member White moved to approve the June 10, 2021 Board Meeting Minutes. Vice Chair Westegaard seconded the motion, no discussion, all in favor.
11. Discussion and approval of the purchase of the double stack ovens. Chair Kloos made a motion to retroactively approve the double stack ovens, Member White seconded the motion. Procurement and purchasing data were provided showing adherence to procurement policies. All in favor.
12. Discussion and possible approval of the purchase of sewing machines. Chair Kloos made a motion to purchase sewing machines. Member White seconded the motion. Questions were raised about refurbishment, purchasing, and warranty, and bids. Discussion was held on the difference between Brunet

and Brenina. Chair Kloos amended the motion to approve the purchase of Brunet or Brenina sewing machines up to \$6,000. Member White seconded the motion. All were in favor.

13. Discussion and possible approval of Early Literacy Plan as part of the Title I plan. Mr. Tanner reviewed in detail the Early Learning Plan 2021-2022 including tier structures. Area of focus - teacher/staff development strategy to meet goals for lower tier group goals (including small group structure). Chair Kloos made a motion to approve the Early Learning Plan. Member Adams seconded the motion. No questions were raised. All were in favor.
14. Discussion and possible approval of an LEA specific license for an individual. Chair Kloos made a motion to approve the LEA for Megan Smith. Member Nelson seconded the motion. Questions were raised about the other staff who were needing LEA approval. The Motion was amended as follows: Chair Kloos made a motion to approve the LEA specific license for Megan Smith, Tavia Lichfield, Audrey Warren, Nikki Shaw, Mattison Warren, Tara Freiberg, Terra Wade. Vice Chair Westegaard seconded the motion. Questions were raised about timelines of LEA. All were in favor.
15. Review Board goals from the 2020-2021 school year. All goals were met, one was partially met. Improvements in goals this year were actionable and measurable conditions.

Meeting was paused at 11:34 PM for Lunch.

Meeting reconvened at 12:34 PM

16. Discussion and creation of Board goals for the 2021-2022 school year. Discussion was held about upcoming goals, the role of governance, and the purpose and intention of how goals align with the Charter. A summary of revised new goals will be documented by Chair Kloos. It was decided to continue to focus on retention rates, support of the 4 Pillars, accountability to the charter and the Mission and Vision of VAC as well as the role of the Board in the oversight, monitoring, and ensuring accountability to the Charter by VAC leadership. Discussion was held on how goals and committees would ensure oversight in methods, measurements and timeliness so that charter goals are met. Updated goals will be posted by Chair Kloos.
17. Review of committees and assignments for 2021-2022 school year:
  - a. **Finance / Audit Committee Assignments:** Treasurer Palfreyman and Chair Kloos, and Vice Chair Westegaard (AUDIT only - 3x per year). Committee to meet monthly the week prior to the board meeting.
  - b. **Policy Committee Assignments: Member Nelson. Meetings to be held monthly or as needed.**
  - c. **Executive Committee Assignments:** Chair Kloos, Vice Chair Westegaard. Meetings to be held the 4th Monday at 4pm at VAC starting in September.
  - d. **Safety/School Land Trust Committee Assignments:** Mr. Stevens and Parents of Students. Board attendance is not necessary. Require a parent majority. Meets quarterly.
  - e. **Charter/Accountability Committee Assignments: (Monthly):** Member Adams, and Member White. Will meet monthly after staff and VAC leadership meetings.
  - f. **Development Task Force Ad Hoc Committee:** Will continue to meet as needed with Member White and Chair Kloos and others as needed.
18. Closed session, if needed. **Utah Code 52-4-205(a).** No Closed Session was held
19. Any action necessary from closed session: No Action Necessary.
20. Recap and assignment of any action items needed from this meeting: Chair Kloos will update UPN and Website and rewrite goals. Member Adams will update minutes and records.

Chair Kloos made a motion to adjourn the meeting at 3:01PM. Vice Chair Westegaard seconded the motion. All in favor.

Next proposed meeting is August 12th, 2021 at 6pm at Valley Academy 539 N. 870. W. Hurricane, UT 84737